

## BNL Account Management Office

### Account Request Form

Return completed form in person to:

Account Management Office, Building 515, Room Modular Building, Room 1

#### **BNL USER INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

BNL Dep't: \_\_\_\_\_ BNL Address/Bldg#: \_\_\_\_\_

BNL Phone#: \_\_\_\_\_ BNL Email Address: \_\_\_\_\_

BNL Life #: \_\_\_\_\_ BNL Guest #: \_\_\_\_\_ BNL Retiree #: \_\_\_\_\_ Badge Exp. Date: \_\_\_\_\_

#### **REMOTE USER INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_ City of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Company/Institution Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Identification: Driver's License \_\_\_\_\_ Passport # (only non-US citizen) \_\_\_\_\_

Time Frame for which Account is Needed: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

#### **Before Your Account Is Activated, you must:**

- Complete the BNL Cyber Security Training at URL: <http://training.bnl.gov/course/CyberSecurity/index.htm>
- Read and agree to abide by the policies listed in [Statement on Proper Use of Strong Authentication Tokens For Cryptocard Token Requests Only](#) - Submission of this form constitutes agreement to abide by policies).
- Show valid ID Badge at the Accounts Management Office when presenting this form (BNL Employees Only).

**THE ACCOUNT MANAGEMENT OFFICE WILL CONTACT USER WHEN THE ACCOUNT IS CREATED.**

#### **AUTHORIZATION:**

Supervisor/Sponsor's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

BNL Dep't: \_\_\_\_\_ BNL Address/Bldg#: \_\_\_\_\_

BNL Phone#: \_\_\_\_\_ BNL Email Address: \_\_\_\_\_

Supervisor/Sponsor's Life#/Guest#: \_\_\_\_\_ Badge Exp. Date: \_\_\_\_\_

Supervisor/Sponsor's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*Supervisors must have signature authority in their particular department. **Note:** Please be aware that when approving an IDAS Account there will be a charge back to the account identified under **IDAS 800 #** on the following page.

**ACCOUNT TYPE(S):** (Please place a check mark next to each account for which you are applying.)

\_\_\_ UNIX

\_\_\_ NT (BNL Domain)

\_\_\_ Exchange Mail Server

\_\_\_ Secure Shell (Ssh)

\_\_\_ IDAS:

- Account Code For Charge-back if applicant uses IDAS 800 #: \_\_\_\_\_

\_\_\_ CryptoCard:

- Token type desired: RB-1 hard token\_\_\_ ST-1 soft token\_\_\_ PT-1 PalmPilot token\_\_\_ KF-1 unavailable
- Account code to charge \$75.00 additional token fee: \_\_\_\_\_
- Currently using SecureID token to access BNL machines? Yes\_\_\_ No\_\_\_

**Note:** Initial tokens will be issued at no cost. A fee of \$75.00 will be charged for additional tokens issued to same user, or loss or breakage of initial token.

For more information on Cryptocards: [http://www.bnl.gov/cybersecurity/cryptocard\\_tokens.asp](http://www.bnl.gov/cybersecurity/cryptocard_tokens.asp).

**Required for All Accounts:**

- **Username:** \_\_\_\_\_
- **Initial Password** (except CryptoCard): \_\_\_\_\_  
See below for instructions on choosing a compliant password. (An Initial Password is not used for CryptoCards. A PIN# will be assigned to you.)

**Note Regarding User IDs and Passwords:**

**Usernames:** ITD reserves the right to assign a different Username if necessary. A Username may contain the characters a-z, 0-9 and must be between 2 and 8 characters in length. The first character **MUST** be a letter, and all additional letters used **MUST BE** lower case.

**Passwords:** The password must be in compliance with the BNL Password Policy.

An acceptable password must be at least 8 characters long and not contain names, account or life numbers, consecutive letters or numbers, dates, or dictionary words; nor should it be a name or word followed by or preceded by a single letter or digit. It should be a mixture of letters (upper and lower case), digits and special characters. Windows NT forces passwords to be changed every 6 months. Additional information on choosing a password can be accessed at:

<http://www.bnl.gov/cybersecurity/passwords.asp>.

Name of person to contact when accounts are ready: \_\_\_\_\_

Email address of contact and/or phone: Email: \_\_\_\_\_ Phone: \_\_\_\_\_

-----Account Management Office Use Only-----Verified

User's Life/Guest/Retiree #: \_\_\_\_\_

Supervisor/Sponsor has Signature Authority: \_\_\_\_\_

Account created by (signed initials): \_\_\_\_\_ Date: \_\_\_\_\_ UNIX ID: \_\_\_\_\_ IDAS UID: \_\_\_\_\_

Type of CryptoCard assigned (if applicable): RB-1\_\_\_ ST-1\_\_\_ PT-1\_\_\_ KT-1\_\_\_

CryptoCard serial #: \_\_\_\_\_

Verified User took Cyber Security General Awareness Training: \_\_\_\_\_